



DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
2000 NAVY PENTAGON
WASHINGTON, DC 20350-2000

OPNAVINST 4205.3
N4
4 Jun 2021

OPNAV INSTRUCTION 4205.3

From: Chief of Naval Operations

Subj: WORLDWIDE EXPEDITIONARY MULTIPLE AWARD CONTRACT POLICY

Ref: (a) Federal Acquisition Regulations of 10 March 2021
(b) Defense Federal Acquisition Regulation Supplement of 24 February 2021
(c) Navy Marine Corps Acquisition Regulation Supplement of 29 March 2021
(d) Naval Supply Systems Command Contracts Handbook, January 2021
(e) NAVSUPINST 4205.3F
(f) OPNAVINST 5450.349A
(g) OPNAVINST 3020.12

1. Purpose. To prescribe policy, coordination and business processes for the establishment and execution of a Worldwide Expeditionary Multiple Award Contract (WEXMAC).

2. Policy. The Navy will procure WEXMAC contract services and supplies in a controlled, consistent and well documented manner per references (a) through (f). The Navy will utilize internal controls and end-to-end business processes to prevent fraud, waste and abuse.

3. Scope and Applicability. The Navy's WEXMAC provides supplies and services to support expeditionary contingencies, exercises, humanitarian assistance and disaster relief support. The WEXMAC is intended for use outside the continental United States to support Navy expeditionary forces. The WEXMAC complements procurement of supplies and services from the Defense Logistics Agency, Navy sources and joint force sources. The WEXMAC, while primarily intended to support Navy forces, was developed in conjunction with the Defense Logistics Agency and the United States Marine Corps and supports the principles of operational contract support found in reference (g).

4. Responsibilities.

a. Deputy Chief of Naval Operations, Fleet Readiness and Logistics (CNO N4).

(1) Coordinate with naval component commands and Commander, Naval Supply Systems Command (COMNAVSUPSYSCOM), to define requirements for the establishment of the Navy WEXMAC.

(2) Receive an annual update from COMNAVSUPSYSCOM on WEXMAC execution.

(3) Resource COMNAVSUPSYSCOM requirements related to WEXMAC contract administration and oversight.

b. COMNAVSUPSYSCOM.

(1) Execute head of contracting agency authority for the WEXMAC per reference (d) and (e).

(2) Assign WEXMAC ordering authority to other contracting offices, as required.

(3) Develop procedures for placing WEXMAC orders. Include procedures where COMNAVSUPSYSCOM is the ordering authority and where other commands are the ordering authority.

(4) Establish WEXMAC performance metrics.

(5) Establish a WEXMAC online ordering portal.

(6) Establish appropriate oversight and contract administration controls to prevent fraud, waste or abuse of the WEXMAC and maintain separation of duties.

(7) Provide an annual report on WEXMAC execution to Director, Logistics – Supply Chain Operations (OPNAV N41).

(8) Develop an instruction and associated standard operating procedures for commands to use to place WEXMAC orders. The instruction and standard operating procedures should, at a minimum, cover items contained in subparagraphs 4b(1) through 4b(7) of this instruction.

c. Commands Utilizing the WEXMAC to Procure Goods or Services.

(1) Follow the processes and procedures for WEXMAC execution as established by COMNAVSUPSYSCOM.

(2) Provide funding for WEXMAC requirements.

(3) Provide and train contracting officer's representatives per reference (a).

(4) Provide feedback to COMNAVSUPSYSCOM on the quality of services and supplies received under the WEXMAC contract.

5. Records Management.

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a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned per the records disposition schedules located on the Department of the Navy Assistant for Administration, Directives and Records Management Division portal page at <https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>.

b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact the local records manager or the OPNAV Records Management Program (DNS-16).

6. Review and Effective Date. Per OPNAVINST 5215.17A, OPNAV N41 will review this instruction annually around the anniversary of its issuance date to ensure applicability, currency and consistency with Federal, Department of Defense, Secretary of the Navy and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will be in effect for 10 years, unless revised or cancelled in the interim and will be reissued by the 10-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016."



R.L. WILLIAMSON
Deputy Chief of Naval Operations
(Fleet Readiness and Logistics)

Releasability and distribution:

This instruction is cleared for public release and is available electronically only via Department of the Navy Issuances Web site, <http://www.secnav.navy.mil/doni/default.aspx>.